

Information Technology Resource Management Council (ITRMC)  
**Access Idaho Steering Committee**

**Meeting Minutes**

(Approved by Committee September 25, 2003)

**June 26, 2003**

The Access Idaho Steering Committee monthly meeting was held on Thursday, June 26, 2003, from 1:35 to 2:10 p.m., in Conference Room 155 of the LBJ Building, Boise, Idaho.

**CALL TO ORDER, WELCOME**

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

**ATTENDANCE**

**Members Present:**

Bill Farnsworth, ITRMC Staff  
Chuck Goodenough, Secretary of State's Office  
John McAllister, Department of Labor  
Susan Simmons, Idaho Transportation Dept.  
Rob Spofford, Department of Water Resources  
Jeff Walker, Access Idaho

**Absent Members:**

Mark Little, Division of Purchasing

**Others Present:**

Emily Gales, ITRMC Staff

**NEWS COVERAGE**

The **Idaho Real Estate Commission's online agent license renewal application** was mentioned in the Idaho Statesman Business section on June 26. The application was also acknowledged recently on the Channel 6 news.

**MOTION:** Goodenough moved and McAllister seconded a motion to approve the May 22, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

**REPORT FROM ACCESS IDAHO**

**Jeff Walker**, Access Idaho, reviewed the Access Idaho **General Manager's (GM) Report**. (Refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/may03gmreport.pdf>.)

**Chairman Bill Farnsworth** mentioned there were some small Access Idaho projects i.e. application upgrades that were not listed in the GM Report.

**REVIEW OF SERVICE LEVEL AGREEMENTS**

Per Chairman Farnsworth, the Department of Administration's (DoA) Deputy Attorney General (DAG) had not yet approved the Department of Correction or the Idaho Transportation Department (ITD) service level agreements (SLA's).

## **Department of Correction SLA, Addendum B**

Details of Addendum B to the Department of Correction SLA were discussed briefly.

**MOTION: Spofford moved and Simmons seconded a motion to approve Addendum B to the Department of Correction SLA, pending final approval by the Department of Administration's Deputy Attorney General, and the motion passed unanimously.**

## **Idaho Transportation Department SLA, Addendum H**

This agreement was **for the development of a vehicle registration renewal application** for the ITD Division of Motor Vehicles (DMV). The DoA DAG had provided feedback regarding the removal of county-specific information from the document; the language in question was removed. Separate SLA's between Access Idaho and Idaho counties would be drafted, said Jeff Walker. These agreements would not undergo *in-depth* review by the DoA DAG. The Committee would review the Access Idaho/county agreements for priority-setting purposes.

Per Walker, once the initial application was built for the ITD DMV and Ada County (if approved), little Access Idaho resources would be needed to complete vehicle registration renewal applications for other counties.

There was discussion regarding **how Access Idaho fees (credit card rates) would be paid** in each issuing county. Each county would be given three billing options for dealing with credit card rates. It was suggested that Access Idaho consult with the Idaho Association of Counties, the Idaho Association of County Assessors, and/or the Idaho Association of Commissioners and Clerks regarding this issue.

In answer to a question from **Susan Simmons**, ITD, Walker advised funds would be transferred to the counties on a daily basis.

**MOTION: Spofford moved and Simmons seconded a motion to approve Addendum H to the Idaho Transportation Department SLA, pending final approval by the Department of Administration's Deputy Attorney General, and the motion passed unanimously.**

There was brief discussion on the **Committee's involvement with Access Idaho/Idaho county agreements**.

## **NEW BUSINESS / ADJOURNMENT**

**Access Idaho's technical and personnel limitations/capacity** were addressed.

Chairman Farnsworth advised a **meeting of National Information Consortium (NIC) partner state representatives** was scheduled for October 2003 in New York City. Due to budget constraints, Farnsworth would not be attending.

As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:10 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, July 24, 2003, from 1:30 - 3:00 p.m. in Conference Room 155 of the LBJ Building, 650 West State Street, Boise.

Respectfully submitted,

Emily Gales, ITRMC Assistant